

EFFECTIVE

June 1, 2013.

Subjects

1. Case service plan approval.
2. Foster care supervisory guide & tool.

**1) CASE SERVICE
PLAN APPROVAL**

**FOM 722-6, Developing the Service Plan; Supervisor/Foster
Care Worker Monthly Case Consultation**

The caseworker must meet with his/her supervisor at least monthly for case consultation on every active case.

Supervisors must review and approve each case service plan. Case service plans must not be approved until the supervisor has a face-to-face meeting with the caseworker, which may occur during the monthly case consultation.

Supervisory approval indicates agreement with the:

- Thoroughness, completeness and accuracy of the report.
- Assessment/reassessment of risk and safety of the child.
- Identified needs and strengths of the child and family.
- Rate of progress identified, including barrier reduction and parenting time.
- Appropriateness of current placement.
- Current treatment plan for the child and parent(s).
- Permanency planning goal.
- Caseworker's court recommendations.
- Appropriateness of continued provision of services or case closure.

**2) FOSTER CARE
SUPERVISORY
GUIDE & TOOL****FOM 722-6, Developing the Service Plan; Supervisor/Foster
Care Worker Monthly Case Consultation**

The DHS-1154, Foster Care Supervisory Guide, and DHS-1155, Foster Care Supervisory Tool, are available to assist supervisors, during monthly case consultations, in gathering information and assessing whether a child's needs of safety, permanency and well-being are met.

The DHS-1154, Foster Care Supervisory Guide, contains the information that **must** be addressed during case consultations, but is not intended for recording notes. The items in the guide are listed as prompts to guide discussion and should be supported by case documentation.

The DHS-1155, Foster Care Supervisory Tool, **may** be used to take notes on items for follow-up.

Note: The guides and tools are not to be included in the case file.

Reason: CFSR Program Improvement Plan (PIP) and Foster Care Program Office recommendation.

**MANUAL
MAINTENANCE
INSTRUCTIONS**